

REQUEST FOR PERSONNEL (IHA) 人 員 要 求 書		1. DATE OF REQUEST 要求日付	2. REQUEST NO. 要求番号
3. THRU: (USFJ PERSONNEL OFFICE) 経由 (在日米軍人事務所)		4. FROM: (NAME & ADDRESS OF USFJ ARTICLE XV ORGANIZATION) 発 (諸機関名称 及び 所在)	
5. TO: (NAME & ADDRESS OF LMO) 宛 (労務管理事務所名称 及び 所在) <i>Refer applicants to the USFJ Personnel Office</i> 応募者は在日米軍人事務所へ差し向けの事		6. JOB TITLE & GRADE 職種 及び 等級	
		9. SEX 性別	10. TYPE OF EMPLOYMENT 雇用の種類
7. NUMBER REQUIRED 要求人員数	8. AGE LIMIT 年齢制限	11. WORK SCHEDULE 勤務時間制	
12. ACCOUNTING DATA 経理事項 FUNDS ARE AVAILABLE 支出予算計上済み <div style="text-align: right;"><i>Initials of OIC or Auth. Rep.</i> (責任将校 或いは 代理の署名)</div>			
13. JOB DESCRIPTION 職務内容			
14. QUALIFICATIONS 資格要件			
15. GENERAL COMMENTS 摘要			
16. REQUESTED BY (TYPED NAME, TITLE & PHONE NO.)	SIGNATURE 署名	17. DATE 日付	
18. APPROVED BY (TYPED NAME & TITLE OF OIC OR AUTH REP)	SIGNATURE 署名	19. DATE 日付	
20. VERIFIED BY (TYPED NAME OF USFJ PERSONNEL OFFICER)	SIGNATURE 署名	21. DATE 日付	

INSTRUCTIONS FOR PREPARATION OF REQUEST FOR PERSONNEL

1. Reference: Paragraph 10, Supplement #14.

2. General:

a. The request will be prepared by the requiring USFJ Article XV organization and forwarded to the appropriate USFJ Personnel Office in original and three signed copies. The USFJ Personnel Office will forward first copy to the appropriate Labor Management Office (LMO). One or more personnel to be employed for the same job title may be requisitioned on a single request form, provided all other factors are the same.

b. In the event that there is insufficient space in any of the numbered blocks of the form, additional information may be entered on separate sheets by referencing the appropriate block numbers.

3. Entries in numbered blocks (self-explanatory blocks omitted) :

a. Block 2: Enter organization request number, e.g., CZOOM-1.

b. Block 5: To be entered by the USFJ Personnel Office.

c. Block 9: Enter "F" for female, "M" for male, or "E" if either sex is acceptable.

d. Block 10: Enter "Daily", "Limited Term", "Seasonal", "Trial Period", "Permanent" or "Special Term", as applicable.

e. Block 11: Enter days to be worked, hours per day (showing rest or sleeping hours), and normal rest days. For example: 0800 to 1700 hours, Monday through Friday, lunch period 1200 to 1300 hours. For daily employees specify time and date(s) required.

f. Block 12: Enter the accounting data to which the costs of personnel requested are chargeable and for which the available balances are sufficient to cover the costs thereof, if appropriate. The officer in charge of the USFJ Article XV organization or his/her authorized representative will initial block 12 to certify that funds are available.

g. Block 13. Enter supervision received and other job controls as well as a concise description of the major duties and responsibilities of the job.

h. Block 14: Enter the qualification factors pertinent to the job, such as knowledge, skills and abilities actually used for the job, including minimum education and experience required.

i. Block 15: Indicate nature of work such as routine, dangerous, exacting, supervisory, etc.; certificates or licenses required; and the functional and environmental factors applicable to the job. Enter any comments considered pertinent to this request for personnel. For example; if this is a name request for personnel, enter statement "This is a name request for personnel" and specify the name(s) and address(es) of the person(s) to be referred.